

**Where does relocation money come from?**

The relocation fund receives monthly deposits from a dedicated fee collected when a home is purchased in a mobile home park (RCW 59.21.055).

**How long does it take to get reimbursed once my application is complete?**

Due to the nature of the revenue source, we are unable to estimate how long the reimbursement process will take.

**Is there any money left in the fund?**

The fund receives revenue every month, however, the number of mobile home parks closing and the need for reimbursement are exceeding the revenue source at this time. This means reimbursements for relocation expenses will be delayed for eligible applicants.

**My home is a recreational vehicle, park model, or travel trailer, but I live in it year-round. Am I eligible for relocation assistance?**

Owners of recreational vehicles, park models, and travel trailers are not eligible for relocation assistance.

**Can the owner of a park or community I am relocating to require my home to meet the fire, safety or construction codes?**

Yes, provided the action conforms to chapter 59.20 RCW or any other statutory provision (59.20.070(8)).

**Can a city or county require my home to meet the fire, safety or construction codes?**

Yes. Some local governments interpret the language in the law to mean that they have authority to require a home to be upgraded. However, the Legislature stated that requiring older homes legally located in closing parks compounds the economic burden facing park tenants (59.21.105). Contact the building code office in the county you are relocating to prior to arranging transportation for your home.



**Department of Commerce**  
Innovation is in our nature.

## Most Often Asked Questions

### Mobile Home Relocation Assistance Program

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**Contact Information:**

Address: Office of Manufactured Housing  
Post Office Box 42525  
Olympia, WA 98504-2525  
Phone: 1-800-964-0852 Toll Free in WA  
(360)725-2971  
Website: [www.commerce.wa.gov](http://www.commerce.wa.gov)

**How do I apply for Relocation Assistance?**

Call the Office of Manufactured Housing to receive information and an application. Assessment of initial eligibility will occur after we receive your application along with required documents. Reimbursement will occur after we receive copies of receipts for your relocation expenses.

**Who is eligible for assistance?**

Low-income individuals who owned and lived in their mobile/manufactured home in a mobile home park when the initial notice of closure was issued and removed their home. Assistance is prioritized for residents of parks closed due to health and safety issues or park owner fraud. All other disbursements are made on a first-come, first-served basis.

**What are the reimbursement limits?**

The program will reimburse for actual allowable costs up to \$7,500 for a single section home and \$12,000 for a multiple section home.

**What relocation expenses are usually reimbursable?**

Expenses directly related to the relocation of your home. This includes, but is not limited to: removal and reattachment of attached awnings, decks, and stairs; prep for transport; moving the home; permits; hook-ups to all utilities; rental of moving equipment; and repair of damage caused during transport. If it is determined the home must be demolished, costs for demolition and down payment for another manufactured home are reimbursable expenses up to the reimbursement limits. See WAC 365-212-060 for more information.

**What relocation expenses are not usually reimbursable?**

Moving of separate buildings, landscaping, purchase of tools, property taxes, and renovations or upgrades not required for relocation.

**Is there additional reimbursement for the tip-out on my single-wide mobile home?**

Additional reimbursement may be available for tip-outs on single-wide homes if the applicant submits to the department photographs of the home, taken prior to relocation, showing the addition in question.

**Why do I need to submit a W-9 if relocation assistance is not considered taxable income?**

The Department of Commerce verifies the information provided on a W-9 before any payment is processed.

**I live in a closing park and the closure notice was issued to me but my parents own the home. Am I eligible for relocation assistance?**

No. Reimbursement for relocation expenses is available only to applicants who meet the eligibility requirements.

**I do not have the money to pay for the move. Can I receive an advance?**

No. The law requires actual costs be reimbursed after the move is completed and documentation has been submitted. At the applicant's request, we will notify transporters of our commitment to pay and of the applicant's eligibility.

**\*\* Sufficient funds must be available for payment to be made.**

**Will the Department of Commerce send the check to my transporter?**

Although Commerce is unable to pay transporters directly, at the homeowners written request, we will add the transporters name to the check.

**How do I find a transporter?**

- 1) Contact other homeowners you know and trust who were satisfied with the transporter they hired.
- 2) Check under "Manufactured-Mobile Homes-Transport" in the Yellow Pages section of your telephone directory.

**IMPORTANT:** If your transporter is installing your home, check with the Department of Labor and Industries to ensure your transporter is certified. Toll Free 1-800-647-0982

**Will you accept the transporter's quote sheet as a receipt?**

No. Reimbursement will occur after the department receives final receipts for actual costs of the move.